

Accessing your Staff (N and O drive) files from off campus

It is possible to access your N and O drive files while you are off campus, for example whilst working from home or travelling.

This document will help you get connected to the University of Worcester file server, log on to the server in a secure way, and manage your files.

Although these instructions are also valid for dialup Internet via traditional modem connections, you will probably find this type of connection too slow and unreliable to work with. Therefore we recommend you use only ADSL speed Internet connections when accessing your files remotely.

Requirements:

- A personal computer running Windows 2000 or Windows XP (Office 2000, 2003, 2007 or XP is also needed for full functionality)
- Other operating systems should also work (Mac OSX etc.) but we won't cover be covered in this document.
- An ADSL (or better) connection to the Internet.
- A web browser such as Mozilla Firefox or Internet Explorer.
- Antivirus software for your PC
- A valid University staff network account.

Methods of Access

Access to your files can be achieved in one of two ways:

- 1.** Simple, read only access to your files using a web browser. You can set this up quickly and easily from any Internet enabled PC. You can download the files from your N or O drives, but you won't be able to upload them again, so you'll need to write them to disk, CD or USB drive and then copy them back to the N or O drive the next time you are on campus.
- 2.** Full read and write access to your files using windows networking. This takes only slightly longer to set up, and will allow full read and write access to your files.

Simple, read only access using a web browser

This type of file access can be quickly and easily achieved from any Internet enabled PC, though you'll be better off using at least an ADSL speed connection.

1. Open a web browser (Internet Explorer, or Mozilla Firefox), and type one of the following URLs into the location bar:

- <https://efolder.worc.ac.uk/data/USERNAME>

For access to your N drive files, where USERNAME is your normal University network login name, such as LOSR1.

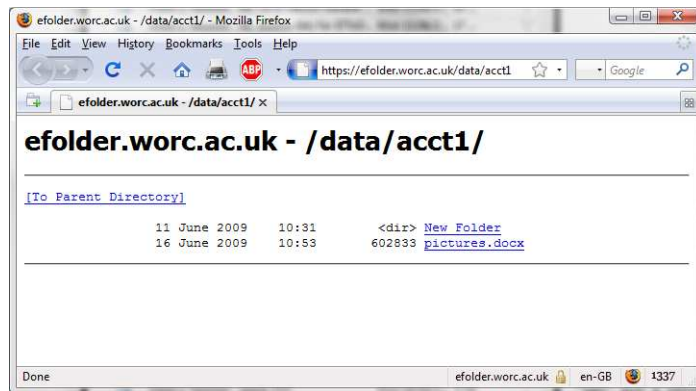
or

- <https://efolder.worc.ac.uk/shared/>

For access to your O drive files.

2. Then hit 'go' or enter on your keyboard. You should then be prompted with a login box. Enter your normal University user name and password here.

You need to enter your user name in the form of WORC\username or username@worc.ac.uk



The resultant web page is a read only listing of your files held on the University file server.

You can now download any of these files just as you would download a file from a web page.

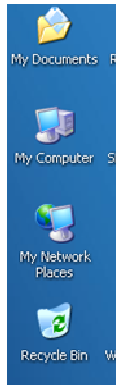
Remember, though, that you'll need to save your files off to a local disc to work on them, and then copy the modified files to a disk or USB memory stick to bring onto campus if you wish to copy them back onto the University file server.

Full Read & Write Access

As stated this requires a copy of Microsoft Office 2000/2003/2007 or XP to be installed.

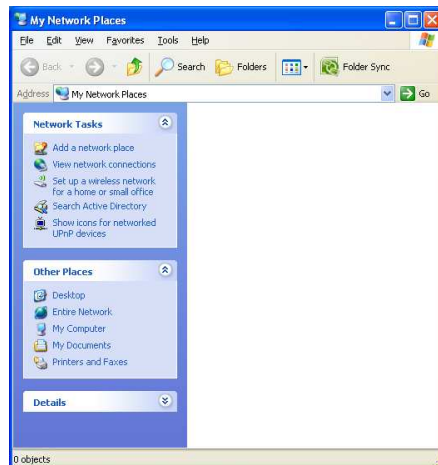
In order to get full access to your files, you will need to use the built in 'My Network Places' function in Windows.

You can find this on the 'My Network Places' location, and this is usually on your desktop or an icon that appears on the Windows start menu.

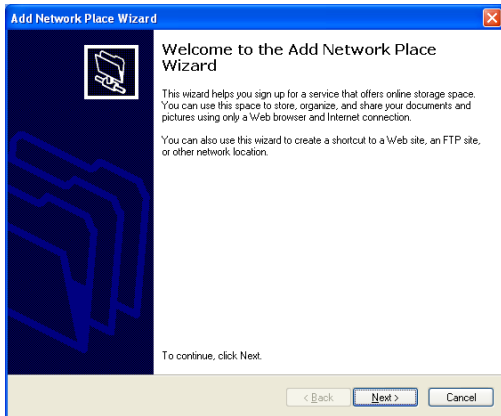


1. Open My Network Places.

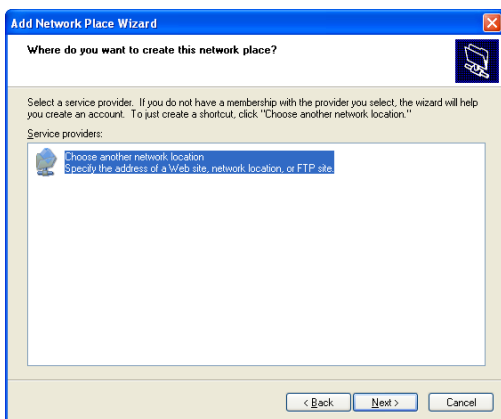
Your exact My Network Places screen may look slightly different to the one pictured, depending on your revision of Operating System and the style or theme used.



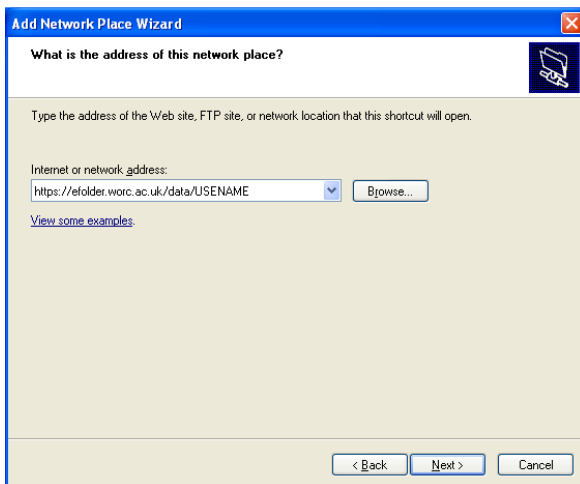
2. Double click **Add Network Place**.



3. Click **Next**



4. Click **Next** again.



5. Enter the required URL into the address field:

- <https://efolder.worc.ac.uk/data/USERNAME>

For access to your N drive files, where USERNAME is your normal University network login name, such as LOSR1.

or

- <https://efolder.worc.ac.uk/shared/>

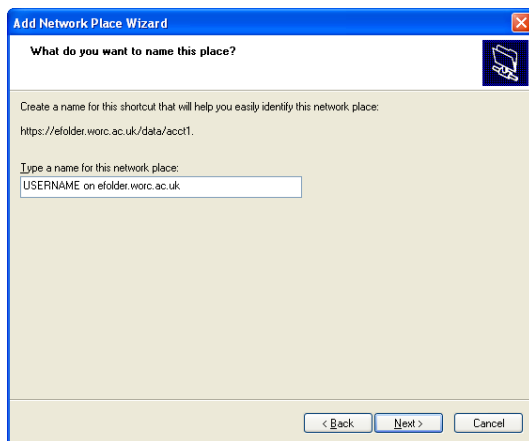
For access to your O drive files.

Click **Next**

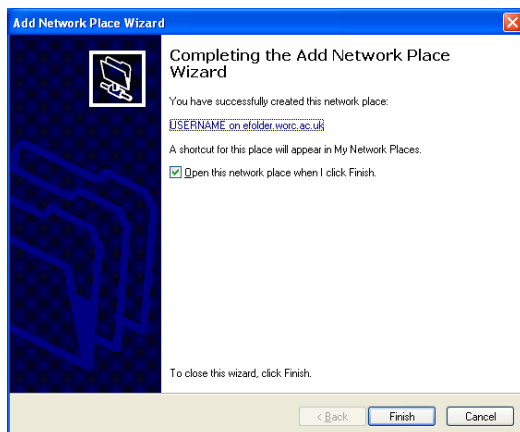
6. You will be prompted to enter your username and password.



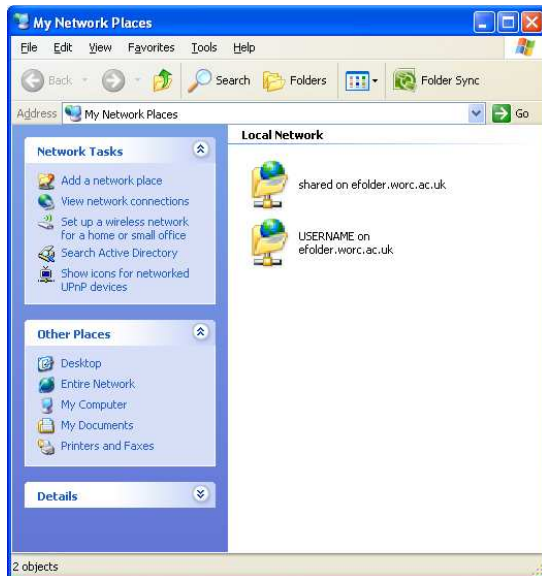
Enter your normal University network user name and password in the form of WORC\username. If your machine is only used by you and secure you may wish to select **remember my password**. Click **OK**.



7. Enter a name for the Network Place (such as "University_O_drive")
Click **Next** and then **Finish**.



8. The Web folder will open and also be listed in My Network Places for future access.



9. You can now copy & paste/ drag & drop content into the web folder just as you would any other Folder.

We recommend that you copy your files to your own computer in order to work on them and copy them back when you're finished, rather than opening them up directly from the remote file server.

The underlying technology for this type of connection is known as "WebDAV", and although it creates a handy and simple way of accessing your files, it may not be 100% reliable as it uses your ADSL line and Internet service provider's infrastructure to connect you to our servers.

So, please be careful when managing your files using this remote connection, and please also remember to always make backups of your work.